



# The Cardinal Project Newsletter

## Part 1 - VDOT

July 2010  
Issue 1

The Cardinal Project, Richmond, VA

Our Website: [cardinalproject.vi.virginia.gov](http://cardinalproject.vi.virginia.gov) E-mail us at: [ProjectCardinal@VDOT.Virginia.gov](mailto:ProjectCardinal@VDOT.Virginia.gov)

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## Greetings!

*From the Cardinal Project Team*

To keep you up to date on the progress of the Cardinal Project, we will be providing newsletters on a regular basis. As we approach implementation of the Cardinal system, we will issue them more frequently.

Our goal is to provide information that is both useful and timely. You will find additional detailed information on our project website which is coming soon!! You can also email us. If you would like to see a specific topic included in a future newsletter, just let us know!!

## What is the Cardinal Project?

The Cardinal Project is a partnership involving the Department of Accounts (DOA), Virginia Information Technologies Agency (VITA), and the Virginia Department of Transportation (VDOT) to implement a new financial management system. Cardinal is a PeopleSoft (v9.1) product that will initially be implemented at VDOT and then at DOA.

Implementing Cardinal - which is commercial off-the-shelf (COTS) software - will enable us to stay more current with standard industry and government requirements. It will also make future upgrades less cumbersome.

Part one of the Cardinal Project focuses on replacing VDOT's FMS II. FMS II has served the Department since 1998, but is no longer supported by the vendor community and its customization makes upgrades challenging. VDOT is scheduled to go live with the new system in July of 2011.

Part two of the Cardinal Project focuses on implementing Cardinal at DOA. DOA is scheduled to go live in July 2012.

The DOA implementation will serve as a pilot for a future statewide roll-out of Cardinal.

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*"FMS II ... is no longer supported."*

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## Management of the Cardinal Project

The Executive Sponsors for the Project are:

Greg Whirley, VDOT Commissioner

David Von Moll, Commonwealth Comptroller

Peggy Feldmann, Chief Applications Officer, VITA Enterprise Applications Division

The Steering Committee members are: Greg Whirley, Chair, VDOT Commissioner; Gary Allen, VDOT Chief Information Officer; Reta Busher, VDOT Chief Financial Officer; Mal Kerley, VDOT Chief Engineer; Garrett Moore, VDOT District Administrator; Randy McCabe, Assistant Comptroller, Department of Accounts; Peggy Feldmann, Director, VITA Enterprise Applications Division; Wanda Wells, VDOT Inspector General; Karen Helderman, Auditor of Public Accounts, Information Systems Development; and Patrick Reynolds, VITA Project Management Division. (The last 3 members are non-voting.)

Project Management is directed by Stacy McCracken and Ned O'Neill for VDOT, and by Damian Kelly for Accenture.

The Cardinal Project has several application teams - one for each functional area: General Ledger, Procurement, Accounts Payable, Accounts Receivable, Time and Attendance, Extensions / Reporting and Configuration. There are also several technical teams: Interface / Conversion, Technical Architecture, Database Administration and System Administration.

In addition to the on-site teams, there are other stakeholder groups who are vital to the success of the Cardinal Project. One critical group of stakeholders for Part 1 is the VDOT Change Agents. This group will be the "go to" representatives for the Districts and Central Office Directorates. They will assist end users in the transition from FMS II to Cardinal.

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*"One critical group of stakeholders... is the Change Agents."*

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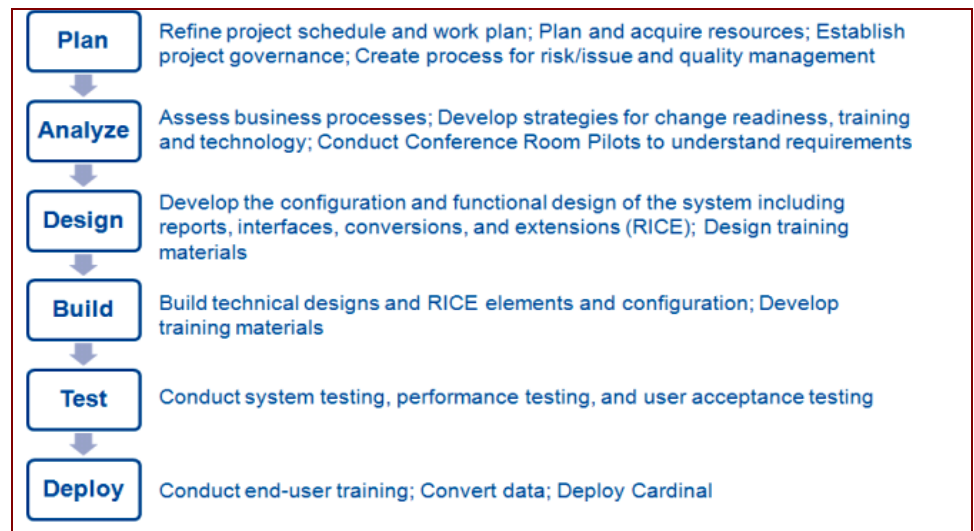
## Phases of the Project

### Project Status

The Plan and Analyze Phases are complete. Conference Room Pilot sessions were held for stakeholders to validate business processes and identify change impacts.

The Design Phase is nearing completion, and the Build Phase is beginning.

The Test and Deploy Phases will run from November 2010 to June 2011.



### Change Agent Kick-Off

Change Agents for Part 1 are representatives from the Districts and Central Office who will be assisting their users during the Cardinal transition. The District Change Agent Kickoff was held May 26<sup>th</sup> and the Central Office Change Agent Kickoff was held June 16<sup>th</sup>. Stacy McCracken, Business Manager for the Cardinal Project provided an overview of the Cardinal Project at both events, and the Change Leadership Team outlined the role of the Change Agents from now through the end of the project.

The District and Directorate Change Agents are:

Bristol District: Karl Reedy; Sharon Chapman  
 Culpeper District: Jamie Glass; Michelle Breeden  
 Fredericksburg District: Jamie Brown-Porter; Donna Cloniger  
 Hampton-Roads District: Mariann Griffin; Carla Williams  
 Lynchburg District: John Hays; Lola Bailey; Joyce Coleman  
 Northern Virginia District: Melanie Wright; Roxanna Gray  
 Richmond District: Lezlie Ellis; Shavon Matias  
 Salem District: Connie Beatty; Katalin Ogle  
 Staunton District: Faith Mitchell; Lisa Bottenfield  
 Engineering - Nancy Kalousdian; Chris Ruhf; Deborah Moore  
 System Operations - Keri Pomeroy; John Strachan  
 Policy and Environment - Chris Adkins; Vicki Campbell  
 Technology, Research and Innovation - Nancy Johnson  
 Administration - David Ropelewski  
 Finance - Greg Sutler; Dane Lewis; Tammy Poore

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*Change Agent kick-off meetings have been held*

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## Skills Assessment Survey

In order to design a training curriculum that addresses users' needs, it is necessary to first learn about the population to be trained. How many people need to be trained? Who are they? What do they do now? What's their current level of expertise? What is their training preference (i.e. instructor led, online, etc.)?

To answer some of those questions, the Change Agents distributed a Skills Assessment Survey to frequent users of FMS II - i.e. users who key transactions into FMS II on a regular and frequent basis. Those who only use FMS II to enter their own time and leave requests or to approve other users' transactions were not asked to take the survey. The survey focuses on those who will be entering transactions into the various Cardinal modules: General Ledger, Accounts Payable, Accounts Receivable, Project Accounting, Purchasing, and Time and Attendance.

The survey results will help in determining the number of instructor led classes and their size, the locations where they need to be offered, and the content of each class.

The Skills Assessment Survey was issued during the month of June to approximately 650 users.

The deadline for completing the survey was July 7, 2010.

To those of you who completed the survey - Thanks!!

## C O R N E R

**A** How did the Cardinal Project get its name?

**R**  
**D** The Cardinal Change Leadership Team identified several potential names: EPIC (Enterprise Program for an Integrated Commonwealth), FORTIS (Financial Operational Resource Transaction Information System), FMS III.... The list goes on!!!

**A**  
**L** The Steering Committee selected Cardinal. It is not a literal acronym but does have both literal meaning "of prime importance" and symbolic meaning as the state bird of Virginia.